



2351 Shadowood Drive, Ann Arbor MI 48108
(734) 971-9270 Office - (734) 971-9485 Fax

5/16/2019

COMMUNITY ROOM RENTAL RULES AND REGULATIONS

1. Community room rental is restricted to an **ADULT MEMBER OF RECORD**, in good standing (hereinafter referred to as member) of **Forest Hills Cooperative**.
2. The member requesting use of the room **MUST** be physically present in the Community Building during the **ENTIRE** event at all times as listed on the reservation form.
3. Organizations which discriminate based on race, sex, national origin or creed are strictly prohibited from using the Community Building. Use of the building is restricted to the following events and activities:
 - a) Forest Hills sponsored events and activities
 - b) Events and activities demonstrated to be of benefit to the Membership
 - c) Private member/family events and activities
4. The Community Room is available for rental between the hours of:

Monday through Friday	5:30 PM to 11:00 PM
Saturday through Sunday	8:30 AM to 11:00 PM

If the event is held during business hours, restrictions may apply.

5. The Rental Fee for the use of the Community Building is **\$75.00** per event and is non-refundable. There is a mandatory **\$250.00** damage deposit required. Both fees must be paid at the time your reservation request is submitted. Reservation requests must be submitted not less than one week prior to the scheduled event. Two separate checks, made payable to Forest Hills Cooperative (one for \$75.00 one for \$250.00) must be submitted. **ALL RENTAL FEE AND DEPOSIT PAYMENTS MUST BE MADE BY THE MEMBER OF RECORD.**
6. The deposit will be refunded if the building is left in good condition, is cleaned properly, there are no damages, all co-op property is in good working condition and is in place, and, there were no infractions/violations of any rules and regulations governing use of the building. The renting member shall be financially responsible for all damages to Cooperative property and fixtures. Charges assessed for damages are not limited to the amount of the damage, but rather to the actual cost to restore the community room, property or grounds to original condition. **The deposit will be available for pickup providing there are no additional charges**

- (cleaning, damage, repairs or rule infractions) within 3 business days of the event.**
7. Reservations may not be made more than eight (8) weeks in advance. Members may not have more than one reservation outstanding at any time without prior authorization.
 8. The member renting the room is fully and totally responsible for the conduct of their guest and/or anyone else drawn to or in attendance at the event. The member must insure those attending the event do not make excessive noise or disturbance while arriving at the event or entering the building, while in the building or general vicinity, while leaving the building or general vicinity or at any other time before, during or after the event. **Members and their guests must be sensitive to the needs of residents living nearby and must avoid interfering, disturbing or annoying them in any way at all times.**
 9. No music may be played outdoors around the building, in the general vicinity or on the deck at any time.
 10. All members and guests attending the event **MUST** park their vehicles in front of the Community Building, on the east side of **Shadowood Drive ONLY**. **No vehicle(s) may be parked in any of the courts throughout the co-op at any time.**
 11. No pets are allowed in the building, in the general vicinity of the building or on the deck at any time.
 12. **NO ALCOHOLIC BEVERAGES MAY BE SERVED OR CONSUMED IN, OUTSIDE OR AROUND THE BUILDING, OR, IN THE GENERAL VICINITY OF THE BUILDING AT ANY TIME. THE MEMBER AGREES THAT ALL PERSONS PRESENT FOR AN EVENT SHALL COMPLY AT ALL TIMES WITH ALL APPLICABLE LAWS, STATUTES, ORDINANCES AND REGULATIONS. THE MEMBER FURTHER AGREES THAT ANY VIOLATION OF THESE PROVISIONS SHALL BE CAUSE FOR IMMEDIATE TERMINATION OF THE EVENT.**
 13. **SMOKING IN THE BUILDING IS STRICTLY PROHIBITED.**
 14. **NO GAMBLING IS ALLOWED IN, AROUND OR IN THE GENERAL VICINITY OF THE BUILDING AT ANY TIME.**
 15. **THE MAXIMUM NUMBER OF PEOPLE ALLOWED IN THE BUILDING (ADULTS AND CHILDREN) IS LIMITED TO: 50.**
 16. The event for which the room is being reserved/used may not be advertised, nor may it be a commercial or fund-raising event. **At no time may admission be charged or donations solicited or accepted to attend the event.**
 17. The Community Building will be opened for the member by a Co-op representative at the appointed time listed on the reservation and the staff member will return at the end of the event to inspect and secure the building. If the member is not at the building within five (5) minutes of the designated opening time the staff member will leave and the member will have to contact the staff through the answering service.

(971-9270). A **\$25.00** return trip fee will be charged/withheld from the deposit. If the member is not ready within five (5) minutes of the designated closing time a minimum **\$25.00** charge will be assessed with an additional **\$10.00** charge for every fifteen (15) minute increment. Members who are not ready at the appointed opening or closing time are subject to forfeiture of their full deposit and revocation of their community room rental privileges for up to a year. Any delay of 45 minutes or more will result in cancellation of the event. There shall be no exceptions. The \$75.00 rental fee will be forfeited. Because our maintenance staff on call sets his personal family schedule by the open and close dates/times submitted by the member, any change to these times results in a potential interruption of the staff members planned personal time. Therefore, any changes to the entrance or departure time prior to the close of the business day preceding the event will be charged a fee of \$25.00.

18. **NO DECORATIONS, SIGNS, POSTERS, OR ANY OTHER ITEM(S) MAY BE AFFIXED TO ANY SURFACE WHATSOEVER, IN, OUTSIDE OR AROUND THE BUILDING AT ANY TIME. DECORATIONS ARE STRICTLY LIMITED TO TABLE TOPS ONLY.**
19. Barbecuing is **STRICTLY LIMITED** to the patio stoned area. All barbecues **MUST** be placed **WITHIN** this designated area. No charcoal may be left on the lawns or in any other vicinity around the building. Charcoal must be thoroughly extinguished, placed in a proper container and disposed of in the dumpster. **BARBECUING ON THE DECK IS STRICTLY PROHIBITED.**
20. A member of the staff will be checking on the event from time to time to insure all rules, regulations and conditions governing use of the community building and surrounding area are strictly adhered to and the event is not disorderly. Should the staff member cite the renting member for any violation or infraction (with the exception of #8, #9, #11, #12, #13, #14, #16, & #19) **ONE WARNING WILL BE GIVEN.** If another infraction/violation is noted or complaint received, the staff member will inform the renting member that they and their guests must vacate the building immediately. Should this occur, the member understands that their full deposit will be forfeited and their right to rent the Community Building will be revoked for no less than one year. **SHOULD A VIOLATION OF RULE #8 #9, #11, #12, #13, #14, #16 OR #19 BE CITED, NO WARNING WILL BE GIVEN. THE MEMBER AND THEIR GUESTS WILL BE INFORMED THAT THEY MUST IMMEDIATELY VACATE THE BUILDING AND GENERAL VICINITY.** Should this occur, the member understands that their complete deposit will be forfeited and their right to rent the room will be revoked for no less than one year.
21. The member renting the room is financially responsible for the condition of the building and general vicinity, damage to the building and general vicinity and for any and all items that may be missing from the building and general vicinity. This includes but is not limited to all fixtures, furniture, cabinets, floors, appliances, tables, chairs, blinds, doors, walls, decorations, as well as any and all other items in, outside, around, or in the general vicinity of the building. This further includes the condition of the exterior deck, fence, plantings, awning, light fixtures, railings, etc. Should any item be damaged or missing the member fully understands and accepts that he/she is financially responsible for the replacement cost of the item(s) and/or all costs to restore or replace the item or area to it's original condition.

22. All children attending the event must be fully supervised at all times. The member is responsible to ensure that there are enough adults in attendance at the event to properly supervise/chaperone the number of children/young adults attending the event. The ratio of adults to children/young adults may be no less than one (1) adult for every eight (8) children/young adult, eighteen (18) years of age and under.
23. The member must thoroughly clean the entire room, exterior of the building and general vicinity of all debris as outlined in the attached cleaning instructions.
24. The member must set the thermostat to no less than 70 degrees Fahrenheit during the spring/summer months and no higher than 65 degrees Fahrenheit during the fall/winter months. **Failure to properly set the thermostat will result in a \$25.00 charge.**

I AGREE TO BE RESPONSIBLE AND LIABLE FOR ALL PROPERTY DAMAGE OR PERSONAL PROPERTY DAMAGE OR PERSONAL INJURY OCCURRING ON THE PREMISES OR ELSEWHERE ON THE COOPERATIVE'S PROPERTY, TO ANY VISITOR, CO-OP MEMBER OR OTHER PERSON AS A RESULT OF MY USE OF THE COMMUNITY BUILDING, AND, ACCORDINGLY, I ALSO AGREE THAT I WILL HOLD THE COOPERATIVE HARMLESS FROM ANY AND ALL CLAIMS, LOSSES, OR DAMAGES RESULTING FROM THE FOREGOING. IN THE EVENT THE COOPERATIVE INCURS ANY EXPENSES WHATSOEVER PERTAINING TO THE FOREGOING, I WILL PROMPTLY REIMBURSE THE COOPERATIVE FOR SUCH EXPENSES UPON WRITTEN NOTIFICATION AND ITEMIZATION THEREOF. I FURTHER ACKNOWLEDGE THAT THE PRIVILEGE OF USING THE COMMUNITY BUILDING PURSUANT TO THIS AGREEMENT ARISES UNDER THE TERMS OF MY OCCUPANCY AGREEMENT AS A MEMBER OF FOREST HILLS COOPERATIVE, AND, ACCORDINGLY, I ACKNOWLEDGE AND AGREE THAT THE COOPERATIVE MAY ADD ANY UNPAID EXPENSES ARISING PURSUANT TO THIS PARAGRAPH TO MY COOPERATIVE ACCOUNT. I UNDERSTAND THAT I WILL BE PROVIDED UP TO SIX (6) MONTHS TO PAY THE AMOUNT IN FULL. FAILURE TO DO SO MAY RESULT IN TERMINATION OF MY OCCUPANCY HERE AT FOREST HILLS.

I FURTHER UNDERSTAND AND AGREE THAT SHOULD ANY DAMAGES BE CAUSED AS A RESULT OF MY USE OF THE COMMUNITY BUILDING WHICH EXCEEDS THE DEPOSIT I HAVE SUBMITTED; THESE AMOUNTS WILL BECOME IMMEDIATELY DUE AND PAYABLE. IF NOT PAID IMMEDIATELY, I UNDERSTAND THE AMOUNT WILL BE ADDED TO MY FOREST HILLS ACCOUNT AT WHICH TIME I MAY BE PROVIDED UP TO SIX (6) MONTHS TO PAY THE AMOUNT IN FULL. FAILURE TO DO SO MAY RESULT IN TERMINATION OF MY OCCUPANCY HERE AT FOREST HILLS COOPERATIVE.

I HAVE READ ALL OF THE RULES, REGULATIONS AND CONDITIONS GOVERNING MY USE OF THE FOREST HILLS COMMUNITY BUILDING, TOGETHER WITH CLEANING INSTRUCTIONS AND INVENTORY LIST. I FULLY UNDERSTAND ALL INFORMATION PRESENTED AND ACKNOWLEDGE THAT NON-COMPLIANCE WITH ANY OF THESE RULES, REGULATIONS, CONDITIONS, ETC., WILL RESULT IN IMMEDIATE DENIAL OF MY COMMUNITY BUILDING PRIVILEGES AND MAY RESULT IN LEGAL ACTION UP TO AND INCLUDING REVOCATION OF MY MEMBERSHIP IN

FOREST HILLS COOPERATIVE RESULTING IN TERMINATION OF MY OCCUPANCY AGREEMENT.

THIS FORM MUST BE SIGNED BY THE MEMBER OF RECORD IN FRONT OF A MEMBER OF THE FOREST HILLS STAFF.

Signed: _____ Date: _____
Authorized Member of Record of Forest Hills Cooperative

Member Name: (Print) _____

Members Address: _____ Unit #: _____

Signed: _____ Date: _____
Witness To Above Signature/Member of Forest Hills Staff

COMMUNITY BUILDING RESERVATION

PURPOSE: _____

NUMBER OF GUESTS EXPECTED: _____

DATE & DAY OF EVENT: _____ TIME: FROM _____ TO _____

MEMBER'S DAY TIME PHONE: _____ EVENING PHONE: _____

RENTAL FEE/AMOUNT & CHECK # _____

DEPOSIT/AMOUNT & CHECK # _____

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

DISAPPROVED BY: _____ MEMBER NOTIFIED ON: _____

DEPOSIT RETURNED ON: _____ DEPOSIT RETAINED: _____

COMMENTS: _____

FOREST HILLS COOPERATIVE

CLEANING INSTRUCTIONS FOR COMMUNITY BUILDING

Cleaning supplies and implements are available in the broom closet in the kitchen and underneath the kitchen sink. **PLEASE DO NOT REMOVE ANY OF THESE ITEMS FROM THE BUILDING.** The level of all cleaning liquids and supplies have been checked prior to your use of the room as well as all bottles counted. **FAILURE TO CLEAN UP AFTER**

YOUR USE OF THE BUILDING WILL RESULT IN RETENTION OF YOUR FULL DEPOSIT.

Kitchen: All appliances must be cleaned after use, including the refrigerator, all countertops and surfaces must be thoroughly and completely cleaned. Floors must first be swept and then mopped. Sink and garbage disposal must be free of debris. Trash containers must be emptied and new bags must be put in place. All trash must be properly disposed of inside and not alongside of the dumpster.

Bathroom: All surfaces must be cleaned. Toilet, sink and counters must be thoroughly cleaned. Mirrors must be cleaned and free of all fingerprints. Floor must be mopped. Towel dispenser must be polished.

Carpet: Carpets must be shook/swept off. All spills must be blotted with a damp cloth immediately. Any damage or stains to the carpet must be cleaned up, if they do not come clean, member is responsible for the cost to have these carpets professionally cleaned.

Wood Floors: Do not mop this surface with cleaner or water. This surface must be swept after use. Any spills must be wiped up immediately with a damp cloth. Any damage to this area will be charged directly to the member.

Tables & Chairs: All tables and chairs must be thoroughly wiped down and put back in place.

Exterior/Front & Rear: All debris around the building must be picked up and properly disposed of. Deck and porch must be thoroughly cleaned.

All Other Surfaces: All other surfaces throughout the room that became soiled as a result of your use of the room must be thoroughly cleaned. This includes but is not limited to, walls, windows, blinds, coat hooks, doors, bar stools, etc.

PLEASE HELP US KEEP THE BUILDING IN GOOD CONDITION FOR EVERYONE TO USE. THIS IS YOUR FACILITY. PLEASE TAKE CARE OF IT!